



## CITY OF DURHAM

### FINANCE DEPARTMENT

PURCHASING DIVISION

211 RIGSBEE AVENUE

DURHAM, NC 27701

919.560.4132 • fax 919.560.4325

[www.durhamnc.gov/departments/purchasing/](http://www.durhamnc.gov/departments/purchasing/)

Mailing Address:

P O BOX 490

DURHAM, NC 27702-0490

## **IMPORTANT BID DOWN LOAD NOTICE**

To ensure that all bidders using the Purchasing Division's Web Site are kept up to date on any addendums, changes, or informational notices; please send an e-mail to [joe.clark@durhamnc.gov](mailto:joe.clark@durhamnc.gov), indicating which bid was downloaded. Failure to complete this important step may render your bid as non-responsive.

Thank you.



## CITY OF DURHAM

### FINANCE DEPARTMENT

#### PURCHASING DIVISION

211 RIGSBEE AVENUE

DURHAM, NC 27701

919.560.4132 • fax 919.560.4325

[www.durhamnc.gov/departments/purchasing/](http://www.durhamnc.gov/departments/purchasing/)

Mailing Address:

P O BOX 490

DURHAM, NC 27702-0490

**January 24, 2006**

### **Notice to Prospective Contractors**

### **Telephone System Maintenance**

**Bid No. 1-139-06**

The City of Durham Purchasing Division will receive proposals until 4:00 p.m., February 24, 2006 for a Telephone System Maintenance Contractor.

Enclosed for your convenience is a copy of the Proposal. Questions concerning this proposal should be direct to Martha Lester-Harris, Systems Coordinator, at (919) 560-4122, ext. 229, or by e-mail at: [Martha.Lester@durhamnc.gov](mailto:Martha.Lester@durhamnc.gov).

Joseph W. Clark  
Purchasing Manager

JWC:ljc



## CITY OF DURHAM

### FINANCE DEPARTMENT

PURCHASING DIVISION  
211 RIGSBEE AVENUE  
DURHAM, NC 27701  
919.560.4132 • fax 919.560.4325

<http://www.durhamnc.gov/departments/purchasing/>

Mailing Address:

P O BOX 490  
DURHAM, NC 27702-0490

### Telephone System Maintenance

The **CITY OF DURHAM** invites your proposal for **Telephone System Maintenance** to be received until **4:00 p.m., February 24, 2006**, in the PURCHASING DIVISION, 211 Rigsbee Avenue, Durham, NC. (MAIL ADDRESS: P O BOX 490, DURHAM, NC 27702-0490)

Proposal of \_\_\_\_\_  
(hereinafter called "**CONTRACTOR**", organized and existing under the laws of the State of \_\_\_\_\_ doing business as (insert "a corporation", "a partnership", or as "an individual" as applicable) \_\_\_\_\_  
to the **CITY OF DURHAM** (hereinafter called "**OWNER**").

In compliance with your Proposal, Contractor hereby proposes to furnish all materials, tools, machinery, equipment, apparatus, labor, and all means necessary to perform all work in connection with the **Telephone System Maintenance**, in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated hereinafter.

By submission of this Proposal, each Contractor certifies, and in the case of a joint Proposal, each party thereto as to his/her own organization, that this Proposal has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Contractor or with any competitor.

Contractor acknowledges receipt of the following Addenda (if any):

---

---

---

---

---

**Proposal No. 1-139-06**  
**1/24/2006**

The undersign has carefully examined the site of this work, and has informed him/herself fully in respect of the conditions of the place where the work is to be performed, and has examined the Drawings (if any) and Specifications and/or Scope of Work, Conditions (General and/or Special), the Proposed Contract, and the Contract Documents relating thereto.

It is understood that the Owner reserves the right to reject any or all proposals, or to award the Contract to the low, responsive, responsible Contractor taking into consideration quality, performance and time specified in the proposal.

On being awarded a Service Contract, the undersigned will execute a Contract for the Service of the work described in conformity with the Contract Documents in the form hereto attached.

Contractor agrees to furnish all labor, materials, tools, equipment, fees, and services and to do all things necessary to perform the work described in the Contract Documents for this proposal in the following unit and/or lump sum prices:

TELEPHONE SYSTEM MAINTENANCE COST PER HOUR - \$_____
--

**PROPOSED SUBCONTRACTORS (if any):**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number \_\_\_\_\_  
State and License Number \_\_\_\_\_  
Type, extent, and dollar value of work to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number \_\_\_\_\_  
State and License Number \_\_\_\_\_  
Type, extent, and dollar value of work to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Contractor agrees to execute a contract in the form of the agreement attached to the Proposal.

The undersigned hereby designates as his/her office to which such notice of acceptance may be mailed, faxed, telegraphed, or delivered:

---

---

---

---

This proposal may be withdrawn at any time prior to the scheduled time for the opening of the proposals or any authorized postponement thereof.

It is understood that the Owner reserves the right to reject any or all proposals, to waive any and all informalities and to accept the Proposal most favorable to the City of Durham.

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment and is in all respects fair without collusion or fraud. I understand collusion is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The Contractor hereby makes an offer to the City of Durham in accordance with the proposal documents, including this Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this proposal for the Contractor.

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Date) (Month) (Year)

---

OFFICIAL LEGAL NAME OF CONTRACTOR

---

ADDRESS

---

CITY STATE ZIP CODE

---

AUTHORIZED SIGNATURE

---

PRINT NAME TITLE

(\_\_\_\_) (\_\_\_\_)  
TELEPHONE NUMBER . FAX NUMBER

**Proposal No. 1-139-06**  
**1/24/2006**

---

FEDERAL I.D. NUMBER

---

CITY OF DURHAM PRIVELEDGE LICENSE NUMBER

# **SCOPE OF WORK**

## **TELEPHONE MAINTENANCE FOR THE CITY OF DURHAM**

The City of Durham is requesting proposals for the maintenance of the Norstar/ Meridian Key Systems throughout the City of Durham. The City currently has over fifty Norstar systems throughout the City.

### **Requirements**

- Contractor must be a certified telephone technician by both, Nortel network and Verizon South (submit proof of certification with your proposal)
- Contractor must provide the City with service as outlined in the Scope of Work.
- Contractor must be covered by general liability insurance meeting the Risk Management division's minimum requirements.

### **Scope of Work**

- Contractor must be knowledgeable about the Norstar telephony systems and the makeup of those systems
- Contractor must provide the full spectrum of telephony adds, moves and changes of departments and division requirements as their working environments changes
- Contractor must be able to install and test voice and data cabling.
- Contractor must be able to advise City staff and give telephone specifications for future or replacement systems throughout the City
- Contractor must be able to upgrade current systems
- Contractor must be able to respond to requests from city departments within 1 hour of request
- Contractor must be able to respond to emergencies after hours or on the weekend
- Contractor must be able to train one person and a backup for each department to make simple administrative changes, i.e. setting the time, change the automated greeting for each department and the features of the telephone systems and the telephones
- Contractor must be able to train each user on how to record their personal greeting and change their mailbox options
- Contractor must be able to provide service and cost of material not to exceed \$100. Reimbursement for materials shall be included in the contractor invoice and receipt attached to the invoice.
- Contractor must maintain and update changes to telephone systems. Those changes must be maintained in a secure area in the Technology Solutions Department.

# **SCOPE OF WORK**

## **Volume of Work**

- The contractor can expect to receive an average of 3 to 4 work orders per day that may require adds, moves or changes and data drops or cabling.

## **Duration of Contract**

- The contract will be for a two-year period and may be extended for an additional period upon agreement of both parties.



# INSURANCE REQUIREMENTS

## Insurance Requirements for Telephone System Maintenance

Contractor shall maintain insurance not less than the following:

### **Commercial General Liability**, covering

- premises/operations
- products/completed operations
- broad form property damage
- explosion, collapse, and underground hazards if the hazards exist in the performance of this contract
- contractual liability
- independent contractors, if any are used in the performance of this contract
- City of Durham must be named additional insured, and an original of the endorsement to effect the coverage must be attached to the certificate (if by blanket endorsement, then agent may so indicate in the GL section of the certificate, in lieu of an original endorsement)
- combined single limit not less than \$1,000,000 per occurrence;

### **Workers' Compensation Insurance**, covering

- statutory benefits;
- covering employees; covering owners/partners, officers, and relatives (who work on this contract); certificate must specifically state that these individuals are covered
- employers' liability, any limit.

### **Insurance shall be provided by:**

- companies authorized to do business in the State of North Carolina
- companies with Best rating of A or better.

### **Insurance shall be evidenced by a certificate:**

- providing notice to the City of not less than 30 days prior to cancellation or reduction of coverage
- certificates shall be addressed to:  
City of Durham, North Carolina  
attention: Finance Director  
101 City Hall Plaza  
Durham, NC 27701
- both the insurance certificate and the additional insured endorsement must be originals and must be approved by the City's Finance Director before Contractor can begin any work under this contract.

# **EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS**

During the performance of this Contract the Contractor agrees as follows:

- a. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.
- b. The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- c. The Contractor shall send a copy of the EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding.
- d. In the event of the Contractor's noncompliance with these EEO provisions, the City may cancel, terminate, or suspend this contract, in whole or in part, and the City may declare the Contractor ineligible for further City contracts.
- e. Unless exempted by the City Council of the City of Durham, the Contractor shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such subcontractors and vendors.

## **NON-DISCRIMINATION PROVISION**

"The City of Durham opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under city contracts."



## **CITY OF DURHAM SMALL DISADVANTAGED BUSINESS ENTERPRISE PROCUREMENT FORMS**



**Equal Opportunity/ Equity Assurance Department**

**Mailing Address:**

101 City Hall Plaza  
Durham, North Carolina 27701

**Phone:** (919) 560-4180

**Facsimile:** (919) 560-4513

**Street Address:**

211 Rigsbee Avenue  
Durham, North Carolina 27701

## **SMALL DISADVANTAGED BUSINESS ENTERPRISE ORDINANCE ENTERPRISE ORDINANCE PROCUREMENT DOCUMENTATION**

**If applicable information is not submitted with your bid, your bid will be deemed non-responsive.**

**Declaration of Performance** must be completed and submitted with your bid.

**Managerial Profile** must be used to list the managerial persons in your work force who will be participating in this project.

**Equal Employment Opportunity Statement** for your company must be completed and submitted with your bid.

**Employee Breakdown** must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

## ***DECLARATION OF PERFORMANCE BY VENDOR/CONTRACTOR***

**Briefly address each of the following items:**

1. A brief synopsis of the company and the products/services it provides:
2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:
3. List anyone outside of your company with whom you will contract on this bid:

The undersigned vendor/contractor certifies that:

- (a) It is normal business practice of the vendor/contractor to perform all elements of the contract with its own work force without the use of subcontractors/vendors; and
- (b) That the above documentation demonstrates this firm's capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.
- (c) The vendor/contractor will use a sub consultant(s) in the fulfillment of this scope of work.

---

Date

---

Authorized Signature

**Complete this page**

**MANAGERIAL PROFILE**

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date: \_\_\_\_\_

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition\* of the City of Durham's Equal Business Opportunity Ordinance.

**Managerial Employees**

<b>NAME</b>	<b>POSITION</b>	<b>SOCIALLY/ECONOMICALLY DISADVANTAGED* (YES/NO)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\* M-Minority (African American), W-Woman, Other-H-Hispanic, AI-American Indian, AS-Asian American, Handicapped

**Complete this page**

**EQUAL OPPORTUNITY STATEMENT**

(You may submit your organization's EEO policy in lieu of this sheet)

Complete this page

## EMPLOYEE BREAKDOWN

### Part A – Employee Statistics for the Primary Location

MALES									FEMALES				
Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

### Part B – Employee Statistics for the Consolidated Company (See *instructions for this form on whether this part is required.*)

MALES									FEMALES				
Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

EEO-1 Report may be submitted in lieu of this form